

Workshops

January - March 2020

★ **Blanding Employment Center**
544 N. 100 E. • Blanding
435-678-1409

★ **Moab Employment Center**
457 Kane Creek Blvd. • Moab
435-719-2624

Register for
reserved seating.
Walk-ins
welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.
- Online local workshop registration at jobs.utah.gov.

RESUME WRITING:

Jan 14	10:00 AM	Moab EC
Feb 4	3:00 PM	Moab EC
Feb 25	10:00 AM	Moab EC
Jan 27	2:00 PM	Blanding EC
Feb 3, 24	2:00 PM	Blanding EC
Mar 9, 23	2:00 PM	Blanding EC

INTERVIEWING SKILLS:

Jan 21	3:00 PM	Moab EC
Feb 11	10:00 AM	Moab EC
Feb 10	2:00 PM	Blanding EC
Mar 2, 16, 30	2:00 PM	Blanding EC

JOB SEARCH STRATEGIES

Jan 28	10:00 AM	Moab EC
Feb 18	3:00 PM	Moab EC

RESUME WRITING: Learn how to write and design a cutting-edge resume and cover letter or power up a current resume to get that interview. This workshop is designed for customers who are ready to write a resume and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCH STRATEGIES: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumés. Basic computer skills required.



Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

americanjobcenter®

jobs.utah.gov